

Approved on 9/25/2017

Administrative Council Meeting Minutes

Tuesday, September 12, 2017

President's Office **1:30 p.m.**

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

- Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:33 p.m.

b) Review of August 30, 2017 Minutes

i) The minutes of the previous meeting were reviewed, discussed, and approved.

2) OLD BUSINESS

a) Policy 1500.08.01 Consensual Relationships

i) VP Halvorson will discuss this policy with the Faculty and Staff Senates and bring it back to council for final approval.

b) Appropriated Reserves Designation

i) President Darling and VP Kenner will meet to make final decision.

c) UAS Program vs Class Offerings

i) VP Halvorson continues conversations with Instructor Johnson about bringing in a PT instructor to teach UAS in the classroom while Instructor Johnson is in the tower with students. VP Halvorson would also like to have someone write curriculum for UAS courses.

d) Shorelines Update

i) VP Halvorson has put English Instructor Paradies in charge of compiling writings for the Shorelines publication and Instructional Services Director Nelson will oversee the project to completion prior to commencement exercises in May.

3) NEW BUSINESS

a) Committee Lists

i) Council discussed committee assignments and Student Senate volunteers for committees are forthcoming. Student Senate volunteers ask that they be invited so they know when and where to attend the meetings.

b) SBHE Meeting Volunteers

i) President Darling was assigned to the two-year task force for business.

ii) Council discussed the upcoming SBHE meeting and request from the technicians that oversee the live video feed for two volunteers to run cameras during the SBHE meeting.

c) **Academic/Student Affairs**

- i) TrainND Director Steffen has been working on a correctional officer training program, for the State of ND. There is high need for a training program for correctional officers. North Dakota Insurance Reserve Fund (NDIRF) has offered to help fund a trainer.
- ii) Interviews are being conducted for a Student Services Associate and will be finalized soon. Farm Business Management has not yet found an employee for the Langdon office.

d) **Administrative Affairs**

- i) The state auditors from Brady Martz will be here next week for the Community College Foundation audit.
- ii) VP Kenner discussed plans for the next power shut down. Director Estenson will keep campus apprised through email so they can plan work schedules around shut downs.

e) **Faculty Senate**

- i) Faculty Senate Representative Olson will request an enrollment report from the Registrar's Office for the next Faculty Senate meeting.
- ii) Senate will work on including students in committee meeting invites.

f) **President Darling**

- i) The SBHE meeting schedule with Don Morton as chair will change to meet face-to-face only quarterly and only on the BSC campus. All monthly meetings will be via skype. President Darling expressed his concern over the lost opportunity for board interaction with remaining campuses.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: M-Sept 25@1:30p/ M-Oct 9@1:30p/ Tu-Oct 24@1:30p

b) **Adjournment**

- i) The meeting was adjourned at 3:30 p.m.